PURPOSE:	To explain the policy for sponsoring and using cooperative procurements.
SCOPE:	This policy applies to all executive branch agencies and non-exempt institutions of higher education, except those explicitly exempted by the *Code of Virginia.*

STATEMENT OF POLICY:

The Code of Virginia (§2.2-4304) authorizes public bodies to enter into cooperative procurement arrangements with other public bodies to purchase goods or non-professional services. Cooperatively procured contracts are to be used to procure IT goods and services only if the original solicitation contains language that the cooperative procurement was being conducted on behalf of other public bodies.

Sponsoring an IT Cooperative Procurement

Executive branch agencies and non-exempt institutions do not have authority to sponsor, conduct or administer a cooperative procurement arrangement unless such authority is delegated by VITA.

Use of Other IT Cooperative Procurements

Cooperative procurement agreements, including GSA contracts, may be used to increase cost savings or expedite the acquisition of IT goods and services. Cooperative procurement agreements typically would not be used for software purchases or ongoing service level agreements. An agency or institution must utilize the following approval process to request use of other cooperative procurement agreements:

- Forward a completed IT Cooperative Procurement Approval Request form to VITA's Supply Chain Management (SCM) at scminfo@vita.virginia.gov.

- Regardless of amount, all cooperative procurements shall be approved under the authority of the CIO.

- After approval is obtained, the agency or institution may proceed with the purchase utilizing eVA.

ASSOCIATED POLICY:	IT Procurement Authority & Delegation Policy
AUTHORITY REFERENCE:	§2.2-4304 of the Code of Virginia. Outlines the cooperative procurement process.
RELATED RESOURCES:	IT Cooperative Procurement Approval Request form